

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, November 4, 2004 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for regular meeting of October 14, 2004 (Action)

**REPORTS**

2. City Council Liaison (Information)
3. 3<sup>rd</sup> Quarter 2004 Affirmative Action Report (Information)

**NEW BUSINESS**

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Customer Account Clerk, (2001)
  - b) Librarian I, (2002)
  - c) Library Assistant, (2001)
  - d) Police Officer, Academy Graduate, (2004)
5. Extension of Eligible Registers, (Action)
  - a) Fire Prevention Inspector, (1<sup>st</sup> extension, 6 months)
  - b) Senior Library Page, (1<sup>st</sup> extension, 6 months)
  - c) Senior Police Records Clerk, (1<sup>st</sup> extension, 6 months)
6. December Meeting/Dinner date/location

Robert M. Macias  
Acting Human Resources Director

---

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

---

CITY OF HAYWARD  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**October 14, 2004**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, October 14, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Chairperson Kathy Booth. Pledge of Allegiance was led by City Manager Jesús Armas.

**VISITORS**

None

**HUMAN RESOURCES DEPARTMENT STAFF**

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

**CITY STAFF**

Jesús Armas, City Manager

**CITY COUNCIL**

Olden Henson

**ABSENT**

Freddie Davis, excused, another meeting conflict

Joyce Dobro, excused, out of town

Latricia Earley, excused, out of town

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	3	0	0	0
Freddie M. Davis	O	2	1	0	0
Joyce Dobro (vice-chair)*	O	2	1	0	0
Latricia Earley	O	2	1	0	0
Carol Johnson	X	3	0	0	0
Johnnie Lacy	X	2	1	0	0
Wade Owen Winblad	X	3	0	0	0

X = present

O = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Commissioner Winblad commented on the poor job performance of a City employee in the Permit Center. City Manager Armas gave Commissioner Winblad suggestions to remedy the situation. His first course of action should be to schedule an appointment with the department head of Community and Economic Development Sylvia Ehrenthal and should that not correct the problem, schedule an appointment directly with the City Manager.

Commissioner Johnson announced the annual Festival of Giving at the Southland Mall on Sunday, November 14, 2004 from 6 to 9 p.m. Proceeds will go to the Neighborhood Block Groups.

### **APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of September 2, 2004; (Action)  
Moved to approve Minutes; (Lacy/Johnson); (4-0-0)

### **REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson thanked the Commission for demonstrating initiative in bringing up personnel issues that require pondering, and that maintain a focus on affirmative action. This vigilance ensures that the Hayward tradition of quality staffing continues.

### **NEW BUSINESS**

3. Discussion regarding report on longterm acting assignments, temporary staffing, and department head changes.  
The City Manager took note of this item on the agenda and attended the meeting to participate in the discussion. The Commission expressed concern regarding information flow about acting assignments, temporary employees, and department head changes. The Commission expressed desire to be kept informed of activities in these areas while noting these assignments are not directly within the scope of the Commission. To keep the Commission abreast of staffing activities, the City Manager said he is agreeable to attending one or two Commission meetings per year to answer questions. For background purposes, the City Manager asked staff to send to the Commission, the Personnel Summary section of the FY 2004-2005 Adopted Operating Budget which would provide information regarding all authorized positions, funded and frozen. Commissioners considered information helpful and responsive to their concerns.
4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Accounting Technician, (2003)
  - b) Building Inspector, (2002)
  - c) Communications Operator (Lateral), (2003)
  - d) Equipment Mechanic I, (2002)
  - e) Family Counselor I, (2001)
  - f) Neighborhood and Economic Development Manager, (new)
  - g) Police Officer Lateral/Academy Graduate, (2004)
  - h) Purchasing and Services Manager, (1988)
  - i) Senior Accounting Technician, (1995)
  - j) WPCF Lead Operator, (2003)

Moved to approve New Eligible Registers: (Johnson/Lacy); (4-0-0)

There being no further business, the meeting was adjourned at 6:03 p.m.

The next regularly held meeting will be Thursday, November 4, 2004 at 5:30 p.m. in conference room 2A, 2<sup>nd</sup> floor of Hayward City Hall.

in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340

---